

WISEid System Person Upload File Format For Both Staff and Students - Published 10/2/2015 - Takes effect for Person Uploads starting 11/23/2015

Columns must be separated by a comma (,) Strings are optionally enclosed in double quotes(""), Files must have a header row. Columns can appear in any order, as long as the header row defines the column order.

| Field Name | Requirement Status | Data Type | Length | Comments |
|-----------------|-------------------------------|--------------|--------|---|
| WISEid | Optional | Numeric | 10 | <p>WISEid is a unique, permanent identifier for people in the education system in the State of Wisconsin.</p> <ul style="list-style-type: none"> 10 digit number. Will be required only if file upload is used to update a record. WISEid will be required to be included in the upload file when it is to be used for gathering and for sending updates to the record, such as fixing a birthdate. |
| Local Person ID | Required starting 11/23/15 | Varchar/Text | 50 | <p>Unique field to be used by your agency to cross reference and join your local system's person ID to the state system's WISEid. Same format if you are uploading Staff or Students.</p> <ul style="list-style-type: none"> Changing from optional to required on 11/23/2015 |
| Last Name | Required | Varchar/Text | 50 | <p>Person's legal name</p> <ul style="list-style-type: none"> Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces. Diacritical marks are NOT accepted at this time and will be rejected. |
| First Name | Required | Varchar/Text | 50 | |
| Middle Name | Optional | Varchar/Text | 50 | |
| Suffix | Optional | Varchar/Text | 15 | <p>Person's legal name suffix</p> <ul style="list-style-type: none"> Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ. |
| Birthdate | Required | Date | 10 | <p>Person's date of birth</p> <ul style="list-style-type: none"> Format mm/dd/yyyy Should include leading zeros in the date. Will also accept dates with formats of: m/d/yyyy, m/d/yy, mm/dd/yy. |
| Gender ID | Required | Varchar/Text | 1 | <p>Person's Gender</p> <ul style="list-style-type: none"> "M" (male) or "F" (Female) only. |

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| Race Key | Required | Varchar/Text | 4 | <p>Race/Ethnicity Code or Race Key: A code corresponding to the racial/ethnic group or groups with which the person identifies. The code is from DPI code table and is corresponding to the answers to both parts of the two-part race/ethnicity question. This document lists all codes http://dpi.wi.gov/sites/default/files/imce/lbstat/doc/dpi_race_ethnicity_crosswalk.doc</p> <ul style="list-style-type: none"> · A four digit leading zero padded numeric code to determine Race/ Ethnicity from a set of 63 codes. · Race Key where none of the choices are selected or where the Hispanic/Non-Hispanic question is answered but no other selection is made are NOT Valid choices. · Agencies will need to use the Wisconsin Department of Public Instruction Race/Ethnicity Crosswalk to determine the correct race key. |
| Other Name Last Name | Optional | Varchar/Text | 50 | <p>Former and/or other names a person may have or had.</p> <ul style="list-style-type: none"> · Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces. · Diacritical marks are NOT accepted at this time and will be rejected. |
| Other Name First Name | Optional | Varchar/Text | 50 | |
| Other Name Middle Name | Optional | Varchar/Text | 50 | |
| Other Name Suffix | Optional | Varchar/Text | 15 | <p>Former and/or other suffixes a person may have or had.</p> <ul style="list-style-type: none"> · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ. |
| Entity ID | Optional | Numeric | 10 | <p>DPI-assigned Educator File Identification Number.</p> <ul style="list-style-type: none"> · Optional field for staff. · Not required for students. · If this field is populated AND the WISEid field is populated, it will be used to generate an informational message if the Educator's Entity ID is not correctly associated with the given WISEid record. |
| Local Person ID Key Type | Required | Varchar/Text | 10 | Current valid types include: "Student" or "Staff". If a person is both a student and staff at an agency there would be a row for each with one set to Student and the other to Staff. |
| Parent 1 Type | Required if the Person Key Type = Student | Varchar/Text | 1 | Valid options include 'F' = Father 'M' = Mother 'G' = Guardian 'O' = Other |
| Parent 1 Last Name | Required if the Person Key Type = Student | Varchar/Text | 50 | <p>Former and/or other names a person may have or had.</p> <ul style="list-style-type: none"> · Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces. · Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014). |
| Parent 1 Name First Name | Required if the Person Key Type = Student | Varchar/Text | 50 | |
| Parent 1 Name Middle Name | Optional | Varchar/Text | 50 | |
| Parent 1 Name Suffix | Optional | Varchar/Text | 15 | <p>Former and/or other suffixes a person may have or had.</p> <ul style="list-style-type: none"> · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ. |

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|---------------------------|----------|--------------|----|---|
| Parent 2 Type | Optional | Varchar/Text | 1 | Valid options include 'F' = Father 'M' = Mother 'G' = Guardian 'O' = Other |
| Parent 2 Last Name | Optional | Varchar/Text | 50 | Former and/or other names a person may have or had. |
| Parent 2 Name First Name | Optional | Varchar/Text | 50 | · Restricted to: A-Z, Hyphen, Apostrophe, Period and Spaces. |
| Parent 2 Name Middle Name | Optional | Varchar/Text | 50 | · Diacritical marks are NOT accepted at this time and will be rejected (as of 12/16/2014). |
| Parent 2 Name Suffix | Optional | Varchar/Text | 15 | Former and/or other suffixes a person may have or had. · Restricted to the set of suffixes I, II, III, IV, Sr, Jr, SJ. |